



City of Santa Clara

The Center of What's Possible

Housing Rehabilitation
Loan Committee
Housing and Community Services
City Manager's Staff Conference Room
1500 Warburton Avenue

October 13, 2016
8:00 a.m.

MINUTES OF MEETING (Approved February 9, 2017)

Committee Members Present: Teresa O'Neill-Chair
Mike Ferrito
Carmen Pascual
Bianca Placencia

Staff Present: Andrew Crabtree, Director of Community Development
Kelvin Malko, Housing Inspector
Kathy Flood, Staff Analyst
Jennifer Carvalho, Office Specialist III

1. CONSENT CALENDAR

Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Committee, staff or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.

- A. Approval of Minutes from August 4, 2016
Motion approved (4-0)

*****End of Consent Calendar*****

2. ITEMS FOR DISCUSSION

- A. Review NCIP FY2016-17 Status Reports
Status reports were reviewed and accepted. Loan expenditure formula was corrected on pg.7 to reflect the correct balance remaining of approved loans at \$382,705. Discussion of the continued challenges of using HOME funds for NCIP, with its restrictions and valuation limitations, was re-addressed as the program has only 1 current HOME qualified client. The Housing Division is working with consultants to explore additional ways to spend HOME funds.
- B. HUD Monitoring Update
HUD Monitoring letter was received in August and the Division is taking corrective actions as necessary to improve internal controls for HOME qualified projects. The division is continuing to work with consultants with meetings and trainings to help strengthen its knowledge in eligibility requirements, review of project level environmental reviews and assistance with updating the

procedures manual. Overall, the monitoring and subsequent consultant assistance has been valuable in helping new division staff better understand the HOME requirements.

C. Program Outreach Update

'Ways to Save', the second joint workshop with Silicon Valley Power, was held at Central Park Library in August and had 9 attendees. Housing Division participated in the Art & Wine Festival; staff members attended the Pacific Coast Builders Conference and Bay Area Builders Expo. Annually, outreach includes ads in the *Santa Clara Weekly* and the *Inside Santa Clara* newspapers, networking at building conferences as well as working with several local builders' exchanges which assist in outreach to their members.

3. ITEMS FOR ACTION

A. Projects Pending Review and Action

1. Client Number 10502 – 920 College Ave.
Motion: Approve an additional amount of \$80,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds and approved application.
Motion approved (4-0)
2. Client Number 10529 – 2212 Francis Ave.
Motion: Approve an amount of \$43,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds, clarification of property liens and updated application.
Motion approved (4-0)
3. Client Number 10532 – 3113 Cabrillo Ave.
Motion: Approve an amount of \$100,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds.
Motion approved (4-0)
4. Client Number 10533 – 3121 Mauricia Ave.
Motion: Approve an amount of \$28,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds.
Motion approved (4-0)
5. Client Number 10535 – 3491 Victoria Ave.
Motion: Approve an additional amount of \$5,000 plus a 10% contingency loan for identified work; 3% interest, and twenty year deferred payment. Loan is subject to availability of program funds and completion of assumption documents.
Motion approved (4-0)

4. OTHER BUSINESS

- Two staff members will be attending Notary training as to assist with future clients with notarization of Deeds of Trusts. This will help expedite the processing and relieve the City Clerk's office, as 50% of notarized documents are from this division.

- Recruitment for the new Housing Division Manager will be posted soon with hopes that it will be filled by February.
- Current guidelines and procedure manual updates will be brought to future meetings which will help educate the committee members of the program.

5. ADJOURNMENT – Next meeting scheduled for **February 9, 2017 at 8:00 AM.**

Adjourned at 9:05am

Prepared by: _____
Jennifer Carvalho
Office Specialist III

Approved: _____
Kathy Flood
Staff Analyst